

Converting Word to Rich Text Format

By Margaret Lion, for [SPH K200 Microcomputer Applications in Kinesiology](#).

File Notes: .RTF

1. An .rtf file is made and used by WordPad.
2. An .rtf file can be edited in WordPad.
3. If you double-click an .rtf it will open in Word before it opens in WordPad. For SPH K200, this is fine and totally acceptable.

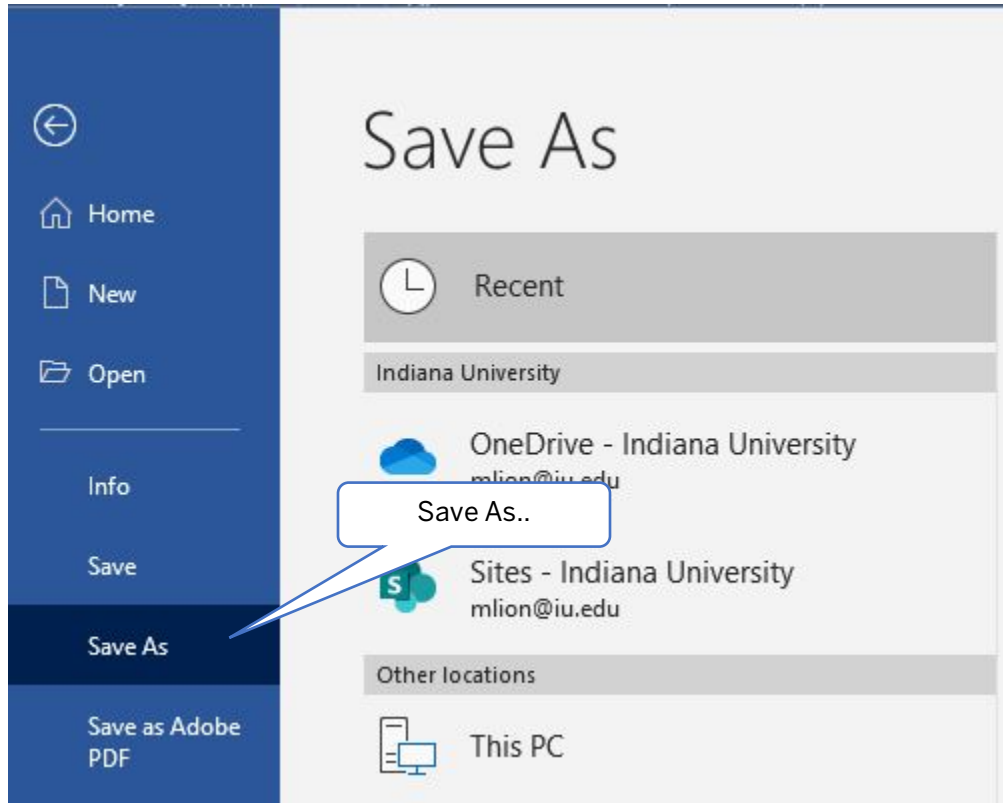
File Notes: .DOCX

1. A .docx file is made and used by Word.
2. It cannot be edited in WordPad.
3. If you double-click a .docx file, it will open in Word.

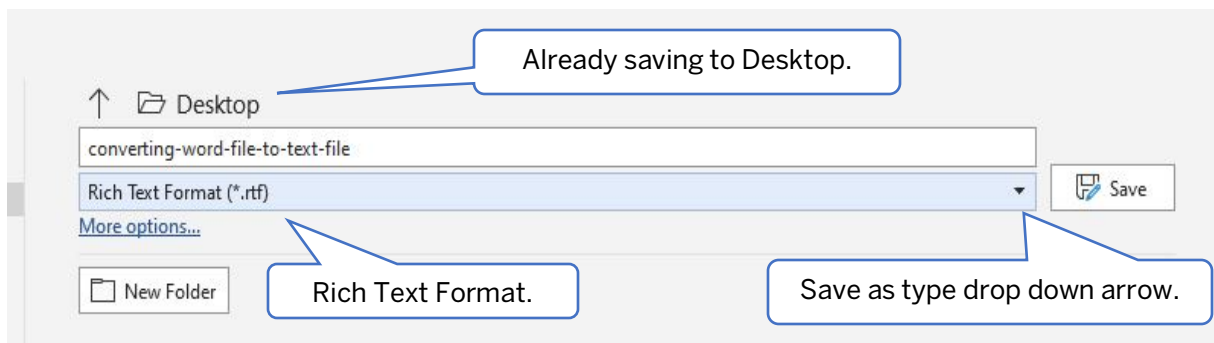
Converting Instructions

To convert Word file – extension .docx – to a rich text format, or text for short, file - .rtf – do the following:

1. Open Word.
2. Click on File.
3. Your screen should look similar to the picture below.

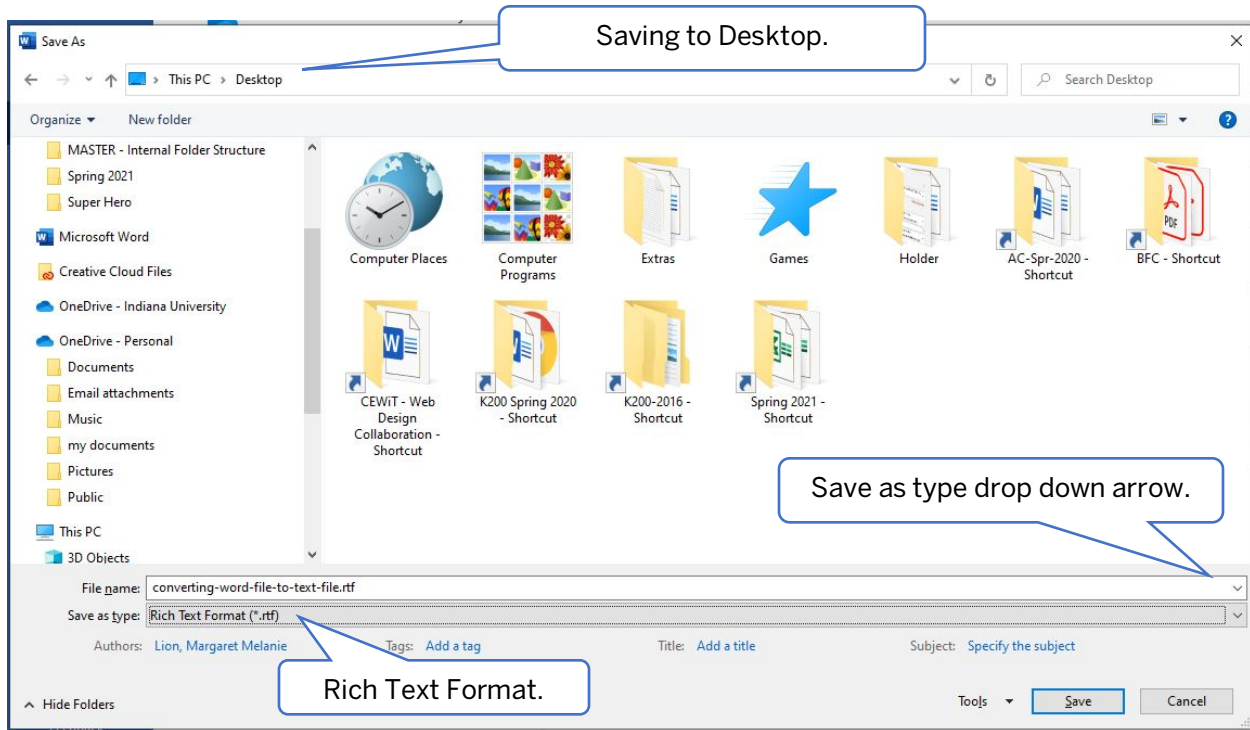


4. Click on Save As...
5. Choose where you will save this file. For SPH K200, save it to your computer Desktop.
6. Depending on where your computer is saving your file you can do one of the below.
 - i. **IF your computer is saving to the Desktop**, click the file type arrow and then select Rich Text Format. Your screen should look similar to the picture below.



- ii. Click the Save button.
 - iii. Your file is now a .rtf file on your Desktop along with your Word file.
- b. **IF your computer is NOT saving to the Desktop**, do the following:

- i. Go to the Desktop. Your screen should look similar to the picture below.



- ii. Click the Save as type arrow and choose Rich Text Format.
- iii. Type the name of your file.
- iv. Click the Save button.
- v. Your file is now a .rtf file.